

**REGULAR COUNCIL MEETING
MINUTES
January 19, 2021
6:30 PM**

Mayor Clark called the meeting to order at 6:00pm and led the Pledge of Allegiance and asked for a moment of silence for Marsha Hall and Heidi Krichbaum.

Roll Call: Matt Rosolowski, Ben Prescott, Tammy Meyer, Scott Weaver and Marty Hura.

Other Village Personnel: Mayor Linda Clark; Clerk- Treasurer, Jenny August; Village Solicitor, Michele Stuck, Police Chief Joe Urso, Rich Iafelice and Gene Arters of C.T. Consultants.

Citizens Present: Possibly some zoom viewers

Acceptance of Council meeting minutes:

December 15th, 2020 Regular Council Meeting-

- ❖ Ben Prescott moved to approve the minutes of December 15th, 2020 regular Council meeting with a second from Tammy Meyer. All voted yes except Scott Weaver who had not joined the meeting yet.
- ❖ Motion to approve the December 15th Public Hearing minutes by Marty Hura, seconded by Ben Prescott. All voted yes except Scott Weaver who had not joined the meeting yet.
- ❖ Motion to approve the special Council meeting minutes from January 5th, 2021 by Ben Prescott, seconded by Marty Hura. All voted yes except Scott Weaver who had not joined the meeting yet.

Mayors Report:

Mayor Clark read the resignation letter submitted by Paula Tubalkain and asked Council if she can have Jenny put a notice in the paper that the village is accepting letters of interest for the open Council seat by Feb. 10th. Council said yes.

Mayor Clark received a letter of interest form Nina Schroeder expressing interest in filling the vacant seats in the Cemetery Board, the Parks Board, and the Shade Tree Commission. She is the daughter of Scott Weaver and hopes that would not be an issue in Council allowing her to fill those positions. Council had no objections.

- ❖ Tammy Meyer moved to appoint Nina Schroeder to the open seats, with a second from Ben Prescott. All voted yes except Scott Weaver who had not joined the meeting yet.

Mayor Clark said the Planning Commission discussed the Mats Road bridge. The Ohio Bridge Partnership Program did not award us any funding. Planning recommends waiting until after we hire a Village Administrator to proceed further.

Regarding Buchert Park Trail Phase 2, the paving came in under budget and the service department has gotten half of the lumber to redo the concrete benches. John Trew spoke with Jenny back in October about spending \$25,000 more or else the match will increase. Maryann and Dave are getting pricing for a swing set, fibar mulch and new back boards for the basketball court along with new brackets and nets so we can make the best use of the funding. Risk Management recommends several things at the park including mulch under the playground equipment. Jenny has received the first reimbursement from Ohio Dept. of Natural Resources (ODNR). The cameras at the park are not working and Mr. Hammonds from ODNR will allow us to use some of the funding to get the cameras up and running again.

For Phase 3 of the Buchert Park Walking Trail, Mayor Clark spoke with Mr. Hammonds from ODNR and they hope to have the awards done by the middle of February. This is a reimbursable grant. The total project estimate is \$110,000.00. The DMRC said they will provide the \$22,000 match, leaving the grant amount of \$88,000.00. Mayor Clark said we have to certify 100% of the funds, so she wants Council to be thinking about how to proceed if this is awarded.

Mayor Clark received an ODNR Paddling Enhancement grant which is also 100% reimbursable up to \$75,000.00. This could be for work on the canoe turn around such as gravel. Other things that are eligible are ramps, drives, lighting, and parking. Things that are not covered are things such as picnic tables, trash cans, land purchases and more. This was sent to her by the DMRC. It is due March 1. She will forward it to Council for review. Gene Arters from CT was not familiar with this grant but he will review it with Jennifer Brown from CT.

Mayor Clark received a Special Event Form for the Girls Ponytail League for use of the south ball field from April 1 through July 15, 2021 providing we can follow the covid restrictions.

❖ Marty Hura moved to approve the Special Event Form with a second by Tammy Meyer. All voted yes.

Our contract for the electric aggregation expires in May. She will be having a zoom meeting with First Energy. She will discuss it more at Service.

Lastly, she received an email from Dave Akerley at the Service Department. It said Jenny and John Trew discussed changing the time cards so the full time service employees would be paid from Streets and one of the part time employee is paid from Parks while the other part timer would be paid from Tree Care. There would be no wages taken from Cemetery. Mayor Clark said people pay for their lots, pay for internment, and pay for footers, so she thinks we should be paying wages from the cemetery fund. How would we track cemetery time for spring cleanup if we are not paying wages out of there? Jenny said the cemetery fund barely supports itself. She said it is easier record keeping. Mayor Clark said it should have come to Council to decide, not the Clerk and Village Administrator. This will go to Finance to be discussed.

Citizens: Jen Sobczak submitted a question asking how the village was doing overall through the pandemic. Mayor Clark said we are doing adequately. Tammy Meyer said the village is actually growing this past year with a lot of new businesses.

Financial Reports:

Jenny said we came out very well this year considering what we went through in 2020. The positive thing is that we are in our first step of going digital!

Here are the tax updates comparing 2019 to 2020.

In the General Fund:

- The taxes collected for property tax in 2020 were \$1500 more than 2019.
- The Local Government funds we collected in 2020 were about \$2,000 more than 2019.
- Municipal Income taxes collected were about \$16,000 less than 2019 and we paid just about \$20,000 to RITA for tax collection fees. So we were down about \$36,000.

In Streets, State Highway and Permissive Funds:

- We collected about \$18,400 more in 2020 than we collected in 2019, but we were expecting \$31,000 more.
- We collected about \$46,700 less in license tax in 2020 than we did in 2019.
- We collected \$700 less in Permissive taxes in 2020 than we did in 2019.

The 2020 books are closed. Our biannual audit is about to get underway and Jenny has been working with our audit team already. They will be picking up our records in the next week or so.

- ❖ Tammy Meyer moved to approve the Financial Reports with a 2nd by Ben Prescott. All voted yes.

Bills of Resolution, Addendum Bills of Resolution

There were no questions.

- ❖ Motion to approve the Bills of Resolution and Addendum Bills of Resolution by Ben Prescott with a 2nd by Marty Hura. All ayes on vote.

Correspondence:

There was no correspondence this month.

Legislation:

ORD. 2021-01 AN ORDINANCE AUTHORIZING RENEWAL OF AN AGREEMENT WITH THE MANTUA POTATO FESTIVAL, SETTING FORTH CONDITIONS FOR THE USE OF THE OLD WATER PLANT AT BUCHERT PARK. 1st Reading.

Mayor Clark reviewed the changes in section 1 relating to the description of the premises, and section 5 relating to maintenance. There will be a \$15,000 cap they must spend before coming to Council. This goes to second reading.

ORD. 2021-02 AN ORDINANCE AMENDING CHAPTER 921 OF THE STREETS, UTILITIES AND PUBLIC SERVICES CODE OF THE VILLAGE OF MANTUA, RELATING TO CONTROL AND OPERATION OF THE VILLAGE OF MANTUA WATER UTILITY, AND DECLARING AN EMERGENCY. 1st Reading. This is taking the water chapter out of the codified ordinances with the exception of well drilling prohibition, and adding transfer of ownership.

- ❖ Motion to suspend the rules by Scott Weaver, seconded by Tammy Meyer. All ayes on vote.

- ❖ Motion to approve by Scott Weaver with a second by Marty Hura. Ben Prescott voted no. All others voted yes.

ORD. 2021-03 AN ORDINANCE AMENDING CHAPTER 931 OF THE STREETS, UTILITIES AND PUBLIC SERVICES CODE OF THE VILLAGE OF MANTUA, RELATING TO CONTROL AND OPERATION OF THE VILLAGE OF MANTUA WASTEWATER UTILITY, AND DECLARING AN EMERGENCY. 1st Reading. This is the same as the previous ordinance except it is for the chapter on sewer.

- ❖ Motion to suspend the rules by Matt Rosolowski, seconded by Scott Weaver. All ayes on vote.

- ❖ Motion to approve by Marty Hura with a second by Matt Rosolowski. Ben Prescott voted no. All others voted yes.

ORD. 2021-04 AN ORDINANCE AMENDING CHAPTER 941 OF THE STREETS, UTILITIES AND PUBLIC SERVICES CODE OF THE VILLAGE OF MANTUA, RELATING TO CONTROL AND OPERATION OF THE VILLAGE OF MANTUA WATER, WASTEWATER AND STORM SEWER SYSTEMS, AND DECLARING AN EMERGENCY. 1st Reading.

Michele explained that she removed everything relating to water and sewer from this chapter.

- ❖ Motion to suspend the rules by Tammy Meyer, seconded by Matt Rosolowski. All ayes on vote.

- ❖ Motion to approve by Scott Weaver with a second by Marty Hura. All voted yes.

ORD. 2021-05 AN ORDINANCE AMENDING SECTION 133.02 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, RELATING TO THE POWERS AND DUTIES OF THE VILLAGE ADMINISTRATOR, AMENDING THE JOB DESCRIPTION FOR THAT POSITION, AND DECLARING AN EMERGENCY. 1st Reading.

Tammy Meyer said this was discussed at Finance. She thought Council should discuss adding grant management. Matt Rosolowski said we also discussed having the Village Administrator do the rental inspections. Tammy said the village would pay for certification and doing the inspections would pay their salary. Mayor Clark said the landlords would pay the inspection fee to the inspector, not the village. Mayor Clark said it is a good idea for the Village Administrator to manage grants when possible. Ben Prescott said this needs more work. Matt agreed that this needs more work. He agrees with having the Village Administrator be the grant manager, and combining the position of Village Administrator with the Administrative Assistant, taking minutes at Service, Planning, BZA and answering the phones. This goes to second reading.

RES. 2021-06 A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A RETROACTIVE LOCATION AGREEMENT WITH THE HUNTING FILM LLC, RELATING TO FILMING AT VARIOUS LOCATIONS OWNED BY THE VILLAGE. 1st Reading.

This is a retroactive agreement approving the filming locations for the movie “Hunting”.

- ❖ Motion to suspend the rules by Ben Prescott, seconded by Marty Hura. All ayes on vote.
- ❖ Motion to approve by Scott Weaver with a second by Ben Prescott. All voted yes.

ORD. 2021-07 AN ORDINANCE AMENDING THE 2021 APPROPRIATIONS. 1st Reading
Jenny explained the amendments. The exact amounts for the water and sewer funds had to be added in after the final bills were paid. This has been done and the ordinance must be amended.

- ❖ Motion to amend by Tammy Meyer, seconded by Matt Rosolowski. All voted aye.
- ❖ Motion to suspend the rules by Ben Prescott, seconded by Tammy Meyer. All ayes on vote.
- ❖ Motion to approve by Scott Weaver with a second by Ben Prescott. All voted yes.

ORD. 2021-08 AN ORDINANCE AUTHORIZING A CONTRACT WITH THE PORTAGE COUNTY PUBLIC DEFENDER FOR DEFENSE OF INDIGENT PERSONS CHARGED WITH CRIMINAL OFFENSES UNDER THE VILLAGE ORDINANCES AND DECLARING AN EMERGENCY. 1st Reading. This is an annual ordinance and the price has not changed from last year.

- ❖ Motion to suspend the rules by Ben Prescott, seconded by Marty Hura. All ayes on vote.
- ❖ Motion to approve by Ben Prescott with a second by Marty Hura. All voted yes.

Department Heads and Village Engineer

Police Chief Urso:

Chief Urso said there was no Safety meeting in January. He commended the Service Department on the great job they did during the Christmas Eve snow storm. The next Safety meeting is scheduled for Feb. 3. There was a parking complaint issue that they are going to discuss at Safety.

Village Administrator’s Report:

Mayor Clark said she has been signing requisitions and working on the Dollar General signage and easement. She is waiting to hear more relating to the vet clinic application. They will need a non-conforming use variance. Also, someone wants to build behind the pharmacy.

Gene Arters from C.T. Consultants:

Council has his written report. The Dollar General Store should start construction in the next few months. They are working with DMRC on the downtown streetscape. They have been working on the transition of capital projects with the county. There will be a preconstruction meeting on West Prospect St. Phase 2 coming up so construction can begin in March.

Tammy Meyer asked about the \$500 work authorization for the vet clinic. Gene said it is for the site plan review and additional work that has been involved. Rich Iafelice added that the village may also want to provide additional funds for the inspection of the Dollar General Store project relating to grading, flood plain, etc. There will be things to oversee. Mayor Clark and Gene will discuss it.

Committees

Scott Weaver for Service, and Planning:

Service- Scott said the Service Committee has been working with Brian Perkins from the Potato Festival, and they are working on the Village Administrator job description. They also reviewed Linda Schillings email regarding the Clerks position and there will be ongoing discussion about it. They have someone interested in the old chipper. They will decide in March about the repairs to Canada Road.

Planning- They discussed the FEMA (Federal Emergency Management Agency) grant relating to the old Middlefield Bank building. This is going to be an ongoing process. The Rental Inspections are on hold for now. They also talked about sidewalk repairs and want to start working on a list in the spring, and look into doing streets together, possibly with a grant.

Mayor Clark added that Tom Van Auken wants to get rid of the property that the old Middlefield Bank is on. The FEMA grant is \$160,000 and it would still cost the village money. The land is sinking and there will be cleanup costs.

Marty Hura for Parks and Shade Tree:

Marty said there is nothing for Parks or Shade Tree. They will meet again in March.

Mayor Clark for Cemetery & Board of Zoning Appeals:

Cemetery- The Cemetery Board will be meeting soon to talk about requests to the Trust. She is getting quotes from Urban Growers for flowers.

Board of Zoning Appeals- They are waiting on information from the vet clinic. She asked Gene Arters if the vet clinic does not go forward, will the county still make them fix the line. Gene said yes.

Scott Weaver asked Mayor Clark to look into getting another weekender for the bridge.

Michele Stuck wanted to add that regarding the poles, she recommends that we do not hang anything on the electric poles right now. We were put on notice that we must first do an agreement.

Tammy Meyer for Finance and Safety-

Finance- Tammy said Finance reviewed the appropriation amendments and discussed all of the legislation. They also discussed the Village Administrator position and Linda Schillings letter about the Clerks position. The Clerks position will be looked at over the next few years.

Safety- There was no meeting.

PCRP- Community Development Block Grant funding is coming up. Scott Weaver asked Mayor Clark if she has talked to Dan Tillett about this? Mayor Clark said three property owners have to be behind this and she is not sure if the village can even apply for a grant on private property.

New and Other Business-

Tammy said she got another second notice letter about her water meter. Mayor Clark said Ray Schwartz met with the county and said they will start scheduling installations. NECO wants to get them all installed by the end of February.

Anything else that may properly come before Council-

Executive Session-

- ❖ Motion to go into Executive Session for possible employee discipline at 8:13 and include Maryann Fabian by Matt Rosolowski, seconded by Scott Weaver. All voted yes.
- ❖ Motion to Return to Council at 8:50 by Matt Rosolowski, seconded by Tammy Meyer. All voted yes.
- ❖ Motion to go back to regular session by Matt Rosolowski, seconded by Marty Hura. All ayes.
- ❖ Motion to allow Dave Akerley to use the 16 hours of personal time he was not able to use in 2020 by Matt Rosolowski, seconded by Ben Prescott. All voted yes.
- ❖ Motion to make Mayor Clark Acting Village Administrator by Matt Rosolowski, seconded by Ben Prescott. All ayes on vote.

Adjournment

- ❖ Motion to adjourn at 8:53 by Scott Weaver, seconded by Ben Prescott. All voted yes.

Mayor Linda Clark

Jenny August, Clerk-Treasurer